

Biographical Sketch

Name:

Date:

SSN:

Primary MOS:

Duty MOS:

Secondary MOS:

Present grade:

Date of Rank:

Years of Active Service and BASD:

Total years of service and PEBD:

Date of birth:

Place of birth:

Marital status:

Home address:

Home telephone number:

Work phone:

Civilian education:

Military education:

Decorations, awards, and citations: (spelled out and in order of precedence)

Civilian affiliations:

Significant experience: (include duty status and primary civilian occupation or AGR)

Instructions: (Do not type the following on the sketch)

1. Limit to two pages on standard 8.5" x 11" plain white paper using a standard courier, pica, or elite format.
2. If pursuing a degree, list major and minor, institution, and date of projected completion.
3. Do not list single sub-courses under military education. List only completed courses.
4. Include civilian affiliations, professional, educational and military societies and organizations, and civilian activities such as fraternal, social and service organizations.
5. In significant experience list military duty assignments and civilian positions from most recent to oldest.
6. Do not include a narrative biography, objectives, or abbreviations.